

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
“VETERANS FIRST”



Classification: Associate Personnel Analyst (5142)
Salary: \$4111 - \$4997
Permanent, Full Time

Location: Department of Veterans Affairs
 Human Resources Division
 1227 “O” Street, Room 402
 Sacramento, CA 95814

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. SROA PROVISIONS APPLY.

Duties and Responsibilities: Under the general direction of the Staff Services Manager I, Human Resources Division, the Associate Personnel Analyst works independently to provide analysis and program direction to the CDVA in all areas associated with State Civil Service and the State’s Personnel Management Program. Incumbent is expected to consistently exercise a high degree of confidentiality, initiative, responsibility and independence in performing a heavy workload with a strong commitment to customer service.

- ☐ Research, analyze and prepare formal memoranda, proposals and reports related to Human Resources.
- ☐ Handle all aspects of recruitment, selection and retention of employees for various programs. Assist with exams by formulating questions. Administer CEA exams as needed. Act as Chairperson on exams.
- ☐ Conduct Classification and Pay Studies, resolve “C&P” issues; i.e., R&R differentials, HAMS, specification revisions, State Personnel Board items, out-of-class pay.
- ☐ Counsel employees and management on various personnel issues.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
 Human Resources Office
 1227 “O” Street, Room 402
 Sacramento, CA 95814
 Attn: Margaret Williams-Reference M-80: (CV 04/05)

Inquiries:
Voice: (contact number) (916) 653-2535
TDD: (916) 653-1966

NOTE: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment or Reinstatement. Failure to do so could result in rejection from the interview process.

Final Filing Date: March 24, or Until Filled.

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

RELEASED: 3.10.05